

SHIPPENSBURG UNIVERSITY
OFFICE OF THE
PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

REQUEST FOR APPROVAL OF ABSENCE FOR PROFESSIONAL SERVICE OR RELIGIOUS OBSERVANCE

Faculty Member: _____

Department: _____

Service: (Speaking, presenting a paper, participating on a panel, attendance at a professional meeting/conference or religious observance)

Location: _____

Religious Observance: _____

Date: _____

Special Comments: _____

Classes affected by absence of professor:

Title of Course	Hour	Date	How will the classes be covered?

Approval: _____ Date: _____

(Department Chairperson)

_____ Date: _____

(Dean of the College)

POLICY ON ABSENCE FOR PROFESSIONAL SERVICE AND/OR RELIGIOUS OBSERVANCE

Absence for Professional Service

Forms are available in the dean and/or department secretary's office or from the Office of the Provost and Vice President for Academic Affairs. A request for professional absence (to attend a conference, professional meeting, workshop, etc.) should be submitted to their Dean's Office at least five days prior to the date of the expected event. A copy of the form will be returned to the faculty member requesting a professional absence and the department chair. The original will be filed in the faculty member's official personnel file maintained in the Office of Academic Affairs.

Absence for Religious Observance

Faculty who desire to participate in the religious observances of their particular faiths, creeds or beliefs, should provide the dates (in writing) of absences to their respective department chair, dean and the Provost and Vice President for Academic Affairs, at the beginning of the academic year (including summer). This will provide notice of an impending absence.

Faculty must ensure that their classes are adequately covered during their absences; therefore, requests for said absences should be made on the Absence for Professional Service and/or Observance of Religious Holiday form, at least two weeks before the absence is to occur. The form can be obtained from the dean and/or department secretary's office or from the Office of the Provost and Vice President for Academic Affairs.